

## **GUIDELINES FOR COURSE COORDINATORS FOR SUBMITTING FIRE SCHOOL 2008 INSTRUCTOR CONTRACTS**

Our goal for 2008 is to process and submit to our Accounting Division, all Instructor contracts for the Arizona State Fire School within 5 working days after completion of the Fire School. This should allow all Instructors to receive payment within 30 days of the end of the Fire School. The assistance of all Coordinators is necessary for us to meet this goal.

In order to process payment immediately after Fire School 2008, the following advance steps **MUST** be completed:

- **Between now and August 1, 2008, please have all Instructors (and possible Instructors) fill out the attached Instructor Contract and the Substitute W-9 Vendor Authorization Form.**
- **Completed packets, should be sent to Melina Joya before August 1, 2008 if an Instructor expects to be paid within 30 days of Fire School.**
- **THE FIRE MARSHAL'S OFFICE MUST RECEIVE THE ORIGINAL SIGNED W-9.** The original signed W-9 is required by the State DOA to enter an Instructor into the State payment system. There are no exceptions.
- Coordinators should submit a completed **TRAVEL/PER DIEM EXPENSE RECAP AND ORIGINAL HOTEL RECEIPT** for each contracted course Instructor, to OSFM staff, on Sunday morning at Fire School to assure that the processing of payments can begin on the Monday following Fire School.
- **IMPORTANT:** If an out of town Instructor is not claiming hotel expenses, please attach a note to the expense form. Do not write anything on the expense form.
- Each Course Coordinator is responsible for the completion and submission of contract packets for Instructors not selected or contracted prior to Fire School. Blank contract packets are available to Coordinators on-line at [www.dfbls.az.gov](http://www.dfbls.az.gov) for completion by last minute, substitute or difficult to contact Instructors.
- **NOTE: Payment will not be processed for any contract/required paperwork not submitted by December 31, 2008.**

- Included in the packet is the **AV EQUIPMENT & PRINTED MATERIALS WORKSHEET**. A completed sheet is required for each course, indicating if OSFM equipment or printing services are required. Worksheets are due at the OSFM no later than August 1, 2008.